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DISPATCH		CLASSIFICATION S-R-C-R-F-T	DISPATCH SYMBOL AND NO. [Redacted]
TO	Chiefs of Stations and Bases		
INFO	25X1A		
FROM			
SUBJECT	First Reactions to the New Cabled Information Report System		
ACTION REQUIRED	Information and Implementation as indicated		
REFERENCE(S)	23 March 1959		

HEADQUARTERS FILE NO.

File 803

DATE

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RE: 0432 APR 1959 "X" ONE)

MARKED FOR INDEXING

NO INDEXING REQUIRED

INDEXING CAN BE JUDGED
BY QUALIFIED HQ. DESK ONLY

25X1A

1. The new system for preparing and handling cabled intel reports can already be set down as a definite success in most areas, even though the system is only a few weeks old. Cabled reports are, more and more, being disseminated exactly as you have written them. Thus the average report is getting to the user much faster than in the past.

2. Happily the speed-up has been achieved with little sacrifice in quality. Even that sacrifice need not be made for long, since the principal weaknesses are few and easily corrected. Most major criticisms can be encompassed in one caveat. Do not use cablese, and use abbreviations most sparingly in these sections of the cabled report: PADA, Subject, Source description, Text, and Field Dissemination. This relaxation of cable discipline will be permitted only for INTEL cables. KUCLUB has assured us that it will not place an appreciably larger load on the communications and that it may reduce traffic by eliminating garbles and ill-advised abbreviations which actually add to the group count.

3. Bear in mind these two points: first, success of the new system is based on the idea that no changes whatsoever should need to be made by Headquarters in your report--no amplification of an abbreviation, no insertion of articles, conjunctions, and explanatory appositional phrases or clauses; second, your cabled reports are read not only by area specialists but also by policy makers (and by Chief, KUBARK, in the case of important messages) who cannot possibly have a detailed knowledge of the complexities of every single country. Keep this group in mind as you compose your report. Use articles and prepositions wherever good judgment suggests that they contribute materially to quick and accurate understanding. The final product should be concise and lean, devoid of jargon and hobbling abbreviations, and readily comprehensible.

4. Additional comments will be sent to you in the forthcoming weeks on the progress of this new reporting system. Included will be a more complete and ample discussion of major reporting weaknesses. In the meantime area divisions will be sending to their stations confirmation copies of cabled reports appropriately marked to indicate major faults.

5. Remember that, more than ever before, the cabled information reports directly reflect the judgment of the officers and the quality of the work being done in the field.

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